

# SALARY PACKAGING GUIDELINES

FOR EMPLOYEES IN CATHOLIC EDUCATION VICTORIA USING THE APPROVED  
SERVICE PROVIDER, SELECTUS SALARY PACKAGING PTY LTD

July 2018



### **Disclaimer**

Salary Packaging Guidelines for Employees in Catholic Education does not contain nor purport to contain any financial or investment advice. Nor does it make any recommendation as to the merits of salary packaging for any particular individual. No individual should act on the basis of any matter contained in this publication without taking appropriate legal, financial and other professional advice on their own particular circumstances. It is strongly recommended that individuals seek independent, professional advice prior to commencing a salary packaging arrangement so that individual circumstances relating to salary packaging can be examined and weighed up. At the very least, a Regional Manager or Customer Service Consultant from Selectus Salary Packaging Pty Ltd (the approved service supplier) should be consulted when establishing a salary package arrangement. However, the approved service provider cannot provide independent financial advice or advise individuals as to whether salary packaging is in their best interests in light of their financial situation and goals.

The actions of employers, the approved service supplier and the Catholic Education Offices in Victoria, in paying employment benefits from an employee's salary package to a third party, do not in any way imply a transfer of responsibility or liability to the employer, the approved supplier or the Catholic Education Offices in relation to any agreement, understanding, obligation or contract between the employee and a third party.

Employers, the approved service supplier, the Catholic Education Offices in Victoria, each of their employees and every person involved in the preparation of this publication expressly disclaim all liability for any loss or damage of whatsoever kind (whether foreseeable or not) which may arise from any person acting or relying on any statements contained in this publication.

This disclaimer does not limit or alter those statutory rights, which cannot be excluded.

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	3
INTRODUCTION.....	6
SALARY PACKAGING .....	8
What is it? .....	8
How does it work?.....	8
What can be packaged? .....	8
What is fringe benefits tax? .....	9
Who can salary package? .....	9
What if your employment circumstances change? .....	9
Workers' compensation .....	9
Leave without pay .....	10
Cessation of employment .....	10
Changing schools.....	10
What does the approved service provider charge? .....	11
Why should you seek professional advice?.....	11
CSF Financial Services Pty Limited .....	11
YOUR SALARY PACKAGE .....	12
Setting up your salary package.....	12
Changing your salary package .....	13
YOUR EMPLOYER.....	13
Your employer's role and responsibilities .....	13
Your employer's queries .....	13
PAYING SALARY PACKAGING BENEFITS .....	14
FBT EXEMPT BENEFITS .....	15
Laptop computers and tablets (only if used primarily for work purposes) .....	15
Payment of laptop computer and tablet benefits.....	16
Mobile phones (only if used primarily for work purposes) .....	16
Payment of mobile phone benefits.....	16
Long-term parking fees .....	17
Payment of long-term parking fee benefits .....	17
Interest on investment loans .....	17
Payment of interest on investment loans .....	17
Relocation expenses.....	17
Payment of relocation expenses .....	17

Personal superannuation contributions .....	18
Payment of personal superannuation contributions .....	18
BENEFITS SUBJECT TO CONCESSIONAL FBT TREATMENT .....	18
Fully novated motor vehicle leases .....	18
Motor vehicle benefits and FBT .....	19
Purchasing a motor vehicle for salary packaging .....	19
Types of fully novated lease .....	19
Payment of motor vehicle fringe benefits.....	20
Second motor vehicle novated lease .....	20
Motor vehicle insurance.....	20
Motor vehicle operating expenses .....	20
Membership fees and subscriptions to professional associations .....	21
Payment of membership fees and subscriptions benefits .....	21
Home Office Expenses.....	21
Payment of home-office-expense benefits .....	21
Self-education expenses.....	21
Payment of self-education-expense benefits.....	21
Financial counselling fees .....	21
Payment of financial counselling fee benefits .....	22
Disability and/or income protection insurance premiums.....	22
Payment of disability and/or income protection insurance-premium benefits .....	22
FULLY ASSESSABLE BENEFITS.....	22
Debt repayments (expense payment benefits) .....	22
Payment of debt repayment benefits .....	23
Health insurance premiums .....	23
Payment of health insurance premiums .....	23
School Fees.....	23
Payment of School Fees benefits .....	23
About Selectus.....	24
What does Selectus do? .....	24
Can Selectus provide financial advice?.....	24
Will Selectus keep my information confidential?.....	24
Important Selectus terms and conditions.....	25
Your employer’s salary packaging bank account .....	25
How can I contact Selectus?.....	25

APPENDIX 2 .....	26
Current Information .....	26
Item 1: What does the approved supplier charge .....	26
Item 2: Setting up your salary package .....	26
Item 3: Your employer’s roles and responsibilities .....	26
Item 4: Your employer’s queries .....	26
Item 5: Paying salary packaging benefits .....	26
Item 6: Paying salary packaging benefits .....	27
Item 7: Personal superannuation contributions .....	27
Item 8: Motor vehicle benefits and FBT .....	27
Item 9: Motor vehicle operating expenses.....	27

## INTRODUCTION

Salary packaging is available to employees in accordance with Clause 39.2 of the Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA 2013). Salary packaging refers to the substitution of nominated non-cash benefits in place of cash salary.

While there is no limit to the proportion of your salary that may be packaged, due to the complexities of salary packaging and fringe benefits tax (FBT), it is strongly recommended that you seek independent, professional advice prior to commencing a salary packaging arrangement so that your circumstances relating to salary packaging can be examined and weighed up. At the very least, you should seek advice from a consultant from the approved service supplier when establishing a salary package arrangement. However, the approved service supplier cannot provide independent financial advice or advise you as to whether salary packaging is in your best interests in light of your financial situation and goals.

Catholic Education employers are classified as 'rebatable' employers by the ATO, for the purposes of FBT. This means that your employer is eligible for a rebate of 47% on the FBT that you would be liable for, given the items you chose to package. The rebate however, is limited to the first \$30,000 of grossed-up benefits provided to each employee.

If the total grossed-up value of your fringe benefits for the FBT year (1 April – 3 March) exceeds \$30,000, a rebate cannot be claimed for the FBT liability on the excess amount.

Selectus Salary Packaging Pty Ltd has been appointed as the approved service provider of salary packaging services to Catholic schools within the Archdiocese of Melbourne and the Dioceses of Ballarat, Sandhurst and Sale. Selectus Salary Packaging Pty Ltd will be referred to within this document as "the approved service supplier". If primary schools within these dioceses wish to provide salary packaging benefits to employees, they should use the approved service provider Selectus Salary Packaging Pty Ltd. Secondary schools and other Catholic education organisations within these dioceses are also strongly encouraged to use the approved service supplier.

The approved service supplier has put together its own salary-packaging guidelines that contain additional salary packaging information, as well as application forms and contact details. These guidelines should be read in conjunction with this document.

No financial benefit is obtained by any party as a result of salary packaging relationships or arrangements between Catholic Education Offices, the approved service provider, Catholic Church Insurances (CCI), CSF Financial Services and the Catholic Super.

This document has been developed specifically for employees of schools in Catholic education in Victoria that use the approved service provider of salary packaging. It has been developed in accordance with the VCEMEA 2013. In the event of a conflict between the VCEMEA 2013 and the guidelines, the VCEMEA 2013 will prevail.

From time to time, the legislation underlying salary packaging may change. At all times, salary packaging must be undertaken in accordance with the Income Tax Assessment Act 1936 (ITAA36), Income Tax Assessment Act 1997 (ITAA97), Fringe Benefits Tax Assessment Act 1986 (FBTAA86), A

New Tax System (Goods and Services Tax) Act 1999 (ANTS [GST] A99) and any other legislation that may come into force. It is possible that changes to legislation may impact upon salary packaging arrangements and it remains, at all times, your responsibility to ensure that your salary packaging arrangements are in your best interests.

Directors of Catholic Education Offices of Victoria reserve the right to alter salary packaging agreements, or the offer of salary packaging benefits, in line with any changes to salary packaging, fringe benefits tax legislation or any other applicable legislation.

This document and any subsequent updates are available on the Catholic Education Victoria Network's (CEVN) site [Catholic Education Victoria Network](#).

## SALARY PACKAGING

### What is it?

The objective of salary packaging is to maximise individual financial flexibility while ensuring that benefit arrangements comply with all relevant taxation legislation and rulings.

Salary packaging offers a number of advantages, including:

- choice in selecting cash or a combination of cash and non-cash remuneration benefits
- choice in allocating benefits between cash and non-cash to suit individual financial and personal situations.

The ITAA36, the ITAA97, the FBTAA86, and the ANTS (GST) A99 together with this document, regulate and define the types of benefits that can be included in an employee's salary package, describe how the benefits are treated for taxation purposes and outline necessary administrative arrangements. Legislation may change from time to time and, if changes occur, you may be required to adjust the structure of your salary package to take account of new requirements.

### How does it work?

You are paid remuneration as set out in the VCMEA 2013 in accordance with your classification and level. Your remuneration may be paid as cash or in the form of the non-cash benefits listed in the following section. Your cash salary component will be paid to you fortnightly by your employer and a pay slip for the salary component will be issued as per your employer's standard procedures.

Your employer will pay any benefits component of your remuneration (except additional superannuation, which is paid directly to an approved superannuation fund) to the approved service provider of salary packaging administrative services. The approved service provider will use your salary-packaged funds to pay your benefits or reimburse you, as instructed.

The approved service provider can provide you with regular salary packaging reports and account reconciliations. Your employer will receive regular reports, including FBT and GST calculations.

### What can be packaged?

The following benefits are available for packaging by Victorian Catholic education employees:

- FBT Exempt Benefits
  - laptop computers and tablets
  - mobile phones
  - long-term parking fees
  - interest on investment loans
  - relocation expenses
  - personal superannuation contributions
- Benefits Subject to Concessional FBT Treatment
  - fully novated motor vehicle leases
  - motor vehicle operating expenses
  - membership fees and subscriptions to professional associations
  - home office expenses
  - self-education expenses

- financial counselling fees
- disability and/or income protection insurance premiums
- Fully Assessable Benefits
  - debt repayments
  - health insurance premiums
  - school fees.

### What is fringe benefits tax?

FBT was introduced in 1986 by the Australian Government to tax the value of non-cash benefits given by employers to employees and their associates (third parties). FBT ensures that tax is paid on benefits that are provided in place of or in addition to an employee's salary or wages.

FBT is payable by employers and is assessed on the value of the fringe benefits provided to employees. Under salary packaging arrangements, the FBT liability is passed on to the employee, and paid from the employee's remuneration package.

Depending on your particular situation, the majority of the benefits listed above will be subject to FBT.

Certain benefits such as membership fees and subscriptions to professional associations, financial counselling fees and home office and self-education expenses may be subject to concessional FBT treatment to the extent that the expenses would have been 'otherwise deductible' against the employee's taxable income. Additional superannuation; laptop computers, tablets and mobile phones which are used primarily in relation to your employment are FBT exempt.

Generally, the most advantageous items to package are those that are FBT exempt or subject to concessional FBT treatment.

### Who can salary package?

All full-time and part-time employees (excluding casual employees) covered by the VCEMEA2013 are eligible to participate in the salary packaging scheme.

### What if your employment circumstances change?

All sorts of changes in your employment circumstances may impact upon your salary packaging arrangements. Some significant changes in circumstances are outlined below.

Upon becoming aware of changes to your employment circumstances that may impact upon your salary package arrangement or salary packaging deductions, both you and your employer should notify the approved service provider. They will then be able to assist in the transition between different salary packaging arrangements and/or employers.

### Workers' compensation

If you are receiving workers' compensation payments, you should be aware that once accident make-up pay has been exhausted, the workers' compensation payments may be less than the salary required to meet your salary packaging deductions. To continue salary packaging under these circumstances you may need to make-up any payment shortfall through alternative personal arrangements.

It may be more appropriate to cease salary packaging arrangements whilst you are receiving workers' compensation payments and recommence the arrangements when you return to regular full or part-time employment.

Both you and your employer must notify the approved service provider in writing when your salary packaging arrangements will be affected by a workplace accident or workers' compensation claim.

### Leave without pay

If you are planning any period of unpaid leave, you must notify the approved service provider immediately. If you are packaging a vehicle the deduction can be increased before you go on leave to cover the period of unpaid leave. This will ensure there are enough funds for your lease payment. If you are packaging any other item, the approved service provider can notify your employer to cease deductions while you are on unpaid leave. Once you return to paid work deductions can resume.

Both you and your employer must notify the approved service provider in writing when your salary packaging arrangements will be affected by your taking leave without pay. Where possible, this notification should be provided prior to the commencement of the leave period to enable time for the necessary arrangements to be made.

### Cessation of employment

Once confirmed, both you and your employer **must immediately** notify the approved service provider in writing of the date upon which employment will cease. As of that date:

- The approved service provider will cease all benefit payments
- With regard to the packaging of any motor vehicle:
  - The fully novated lease agreement will immediately cease effect and liability for the lease payments will revert to you.
  - You must provide the approved service provider with a final odometer reading so that your annual FBT liability can be calculated.

Following cessation of employment:

- The approved service provider will:
  - Calculate your FBT liability for the period from 1 April to the date employment ceased.
  - Refund any excess salary deductions to you via your employer, who will deduct pay as you go (PAYG) withholding tax from the funds at your marginal rate. These funds are then paid to you via payroll. Any shortfall in salary deductions will be deducted from your final salary payment.
  - Where reconciliation of a salary package has not occurred prior to final salary payment, you will be liable for any salary package shortfall. This shortfall is repaid to the employer, and where identified in the same tax year your payment summary will be adjusted and the net amount owing will be payable. Where shortfall is identified in a following tax year, the amount will be grossed up for (PAYG) withholding tax.

Your employer will pay the FBT liability arising on your benefits to the ATO on your behalf.

### Changing schools

Changing schools will usually constitute cessation of employment with one employer and commencement of employment with another employer. Consequently you will need to cease your

current salary package and establish a new arrangement with your new employer. The approved service provider will charge a transfer fee for this service (see Appendix 2 – Item 1). This fee may be paid via surplus funds in your salary packaging account. If there are insufficient funds, a one-off deduction from your salary (pre-tax) is made.

When you leave an employer, the procedures under **Cessation of Employment** above must be followed.

If you salary package a motor vehicle and change employers, the salary packaged motor vehicle will remain in your possession and may be re-novated to your new employer, if that employer is a party to the VCEMEA 2013.

### What does the approved service provider charge?

In return for its administration services, the approved service provider will charge each employee participating in salary packaging an annual administration fee (see Appendix 2 – Item 2 for current fee). The administration fee will vary depending on the item packaged. The approved service provider will notify you prior to any increase in the administration fee. Currently, increases in the administration fee are limited to the movement in the consumer price index (CPI). The administration fee is to be salary packaged.

The approved service provider will charge an additional fee if you change employers while salary packaging and may also charge a fee for changes you make to the structure of your salary package. Refer to the **Changing Schools** subsection above and the **Changing your Salary Package** subsection in **Your Salary Package** for details of these fees.

### Why should you seek professional advice?

If you are considering salary packaging it is **strongly recommended** that you seek advice from a registered financial adviser or tax professional. It is your responsibility to ensure that salary packaging is in your best interests and, to this end, appropriate financial planning should be undertaken.

Although you may consult any registered financial adviser, an adviser specialising in salary packaging and remuneration planning is also recommended.

At the very least, you should consult a Regional Manager or Customer Service Consultant of the approved service provider when establishing a salary package. However, while the approved service provider can assist you with the structure of your package, they cannot provide independent financial advice or advise you as to whether salary packaging is in your best interests in light of your financial situation and goals.

### CSF Financial Services Pty Limited

If you will be salary packaging with the approved service provider, you can obtain financial advice through CSF Financial Services Pty Limited (trading as Catholic Financial Services), a wholly owned subsidiary of Catholic Super. CSF Financial Services will charge a fee for advice provided.

## YOUR SALARY PACKAGE

You have an entitlement to salary package under the VCEMEA 2013. If you wish to take advantage of salary packaging, the salary packaging arrangement between you and your employer must be in writing and include the details of your package and both of your signatures.

Remember, it is your responsibility to structure your salary package in the most appropriate manner for your individual situation. You will bear responsibility for all the financial consequences of salary packaging, including tax liabilities. Remuneration planning advice should be obtained prior to commencing any salary packaging arrangement (refer to the above section 'Why should you seek professional advice?').

### Setting up your salary package

In order to establish a salary packaging arrangement, you must complete the following steps:

1. Contact the approved service provider – either a Regional Manager or a Customer Service Consultant – to discuss salary packaging options available to you.
2. Select the combination of benefits you would like to package from the items listed on page 8 of this document. Note that under tax law, only future unearned income may be packaged. You cannot retrospectively package income already earned, however, packaged funds may be used to reimburse you for the cost of items purchased and paid for prior to entering into the salary packaging arrangement.
3. It is strongly recommended that you obtain independent professional advice from a registered financial adviser or tax professional, to assess whether salary packaging fits within your personal budget constraints. Although you may consult any registered financial adviser, an adviser specialising in salary packaging and remuneration planning is recommended. CSF Financial Services Pty Limited, a wholly owned subsidiary of Catholic Super, is available to advise employees packaging with the approved service provider.
4. At the very least, you should consult a Regional Manager or Customer Service Consultant of the approved service provider when establishing a salary package. However, while the approved service provider can assist you with the structure of your package, they cannot provide independent financial advice or advise you as to whether salary packaging is in your best interests in light of your financial situation and goals.
5. Complete the appropriate approved service provider package set up forms (see Appendix 2 – Item 3)

Once the approved service provider has received and processed your forms, they will email you a Package Authorisation to sign. You must check that the details are correct before signing and returning the form.

You will then be issued with a username and password to the approved service provider website so that you can monitor your salary package online. On the website, you will be able to access up to date information relating to your packaging account.

Should you require any assistance with your salary packaging arrangements you should contact the approved service provider.

### Changing your salary package

You can change your salary packaging arrangements at any time but, depending on the changes you wish to make, the approved service provider may charge a fee.

The approved service provider allows three free alterations to your package per FBT year. For the fourth, and any subsequent alteration, there will be an alteration fee (see Appendix 2 - Item 4).

For all items other than motor vehicles, an alteration means an application to change your package, regardless of how many changes are made in the same application. For example you may require a budget adjustment to your fuel costs, as well as a catch up payment to recoup a deficit in your running cost budget.

You must notify the approved service provider (in writing) of your intent to cease any salary packaging arrangement that is in place. Only then will the approved service provider notify your employer to cease salary deductions. Once salary deductions have ceased, your gross taxable salary will return to normal.

## YOUR EMPLOYER

### Your employer's role and responsibilities

When you establish a salary packaging arrangement with the approved service provider a copy of your Package Confirmation details will be emailed to your employer to action via payroll. These details include the amount that your employer must remit to the approved service provider each fortnight (excluding FBT – this is retained by the employer).

Each month, the approved service provider will email your employer an Input Tax Credit (ITC) Report. This report advises your employer of the amount of ITCs to claim on behalf of each salary packaging employee and the amounts to be included in the Business Activity Statement (BAS).

Your employer will remit your **fortnightly** salary packaging deduction to the approved service provider in accordance with your package confirmation instructions. Your employer may forward a single fortnightly remittance for all participating salary packaging employees. (Employers please see Appendix 2 - Item 5).

Note: Failure by your employer to remit your salary packaging deduction on a timely basis may result in a delay in payment of your benefits. The approved service provider can only make payments/reimbursements once they have received funds from your employer.

### Your employer's queries

Your employer's salary packaging queries should be directed, **in the first instance**, to the approved service provider (see Appendix 2- Item 6).

Your employer may then direct unresolved approved service provider queries to your diocesan Catholic Education Finance Consultant. Archdiocese of Melbourne schools may also contact the Finance Helpdesk on (03) 9267 0319 or email <[financehelpdesk@ceomelb.catholic.edu.au](mailto:financehelpdesk@ceomelb.catholic.edu.au)>.

Employers may also obtain salary packaging advice from CSF Financial Services Pty Limited, a wholly owned subsidiary of Catholic Super.

### PAYING SALARY PACKAGING BENEFITS

The majority of benefits will only be paid by the approved service provider on the basis of reimbursement upon receipt of a Package Set Up Form or Expense Claim Form and an original paid tax invoice or statement (this will depend on the item you are packaging). In some instances, proof of payment may also be required. Statements and receipts are required to substantiate the expense.

The approved service provider will only pay salary packaging benefits by electronic funds transfer (EFT), either directly to the benefit supplier or, for most benefits, on the basis of reimbursement, into your nominated bank account. Payment will not be made by cheque or cash.

When setting up your salary package, if you are planning on packaging an item such as a mortgage or credit card, the approved service provider will inform you of the maximum amount you are allowed to package (see Appendix 2 - Item 7). A fee may be payable if you choose to alter your package during the FBT year. Refer to 'Changing your salary package' in the Your Salary Package section of these guidelines for details of alteration fees.

A completed Package Set Up Form is required by customers wishing to salary package. On the form, you can nominate the item you are going to package and the form of payment.

A reimbursement to your nominated bank account will take place for items such as mortgage, rent, personal loan, health insurance and school fees. You can then pay these expenses as you normally would, generally via your own direct debit. There is no need to complete an expense claim form for these items.

A direct payment (BPAY) is generally made to your credit card if you choose to package this item.

An Expense Claim Form is necessary for the reimbursement of Motor Vehicle expenses.

For Employers, to set up a package, please refer to the guide as provided by the approved service provider (see Appendix 2 - Item 8).

The approved service provider will cease reimbursement or payment of a particular benefit item when maximum amount you are allowed to salary package has been reached. Once the new FBT year starts, reimbursement/payment will resume.

Unspent funds accumulated from packaging one benefit cannot be used to reimburse excess claims for another benefit item and will be returned to employer and processed via payroll.

### FBT EXEMPT BENEFITS

The following benefits are exempt from FBT.

#### Laptop computers and tablets (only if used primarily for work purposes)

Where you require a laptop for your work, schools will have a range of laptop computer and tablet options available to you, including:

- enough properly functioning school laptops or tablets that are readily available for use which means that you should have no real need for another laptop computer or tablet for your work;
- all school laptop computers and tablets should have all of the necessary software in order to enable you to undertake your work;
- office staff should have their own desktop computers and should have no need for another laptop computer or tablet; and
- if you are employed as an office staff member and you need to work from home, the school should have enough laptops or tablets available for you to use from home to meet any of your working from home requirements.

Despite having all of these options available to you, you may wish to enter into a salary packaging arrangement for the personal benefit that you believe you may obtain from a salary packaging arrangement. To the extent that you feel that the above alternatives are not available to you at your school, you should raise this issue directly with your employer before entering into a salary packaging arrangement.

If you choose to enter into a salary packaging arrangement for a laptop computer or tablet, you do so acknowledging:

- You have a range of options available to you in relation to laptop computers and tablets to assist you with your work, and your decision to enter into a salary packaging arrangement for your own laptop computer or tablet is made on the basis of a personal choice and not because of an absence of available alternatives at the school.
- By entering into a salary packaging arrangement you obtain the personal benefit of owning and purchasing your own laptop computer or tablet and obtain the full benefit of that purchase.
- Given the range of other options that are available to you in relation to school issued and available laptop computers and tablets, you acknowledge that any salary sacrificed laptop computer or tablet is not an essential work tool given the range of other options that are available to you.
- You acknowledge that you are entering into a salary sacrificed laptop computer or tablet because you have made an independent choice to purchase a salary sacrificed laptop computer or tablet for reasons that are personal to you (for example, storing all of your work-related and personal information on one device, having other programs or software available to you for personal use or because of better software functionality that meets your own personal use requirements).

You can only salary package one laptop computer or tablet per FBT year.

If you wish to salary package a laptop computer or tablet you will need to complete a Laptop Computer or Tablet Salary Packaging Acknowledgement Form provided and approved by your Employer to be sent to Selectus with Salary Package Set Up Form.

### Payment of laptop computer and tablet benefits

If you wish to salary package a laptop computer or tablet, you will need to purchase the device first (after seeking approval from your employer), then set up a package with the approved service provider (see Setting up your salary package page 12).

You can nominate the amount to be deducted and the number of pays (generally, between 1 and 10 pays) you want to package over. The approved service provider will notify payroll to begin deductions from your salary once the necessary forms have been completed and a paid tax invoice is provided. The amount will be deducted from your salary in regular instalments and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account until the invoice is reimbursed in full.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

If you decide to arrange a loan or hire purchase agreement to buy the laptop computer or tablet, your benefit becomes a debt repayment benefit, as described below under Fully Assessable Benefits. A debt repayment benefit is assessable for FBT purposes and you will not be able to be reimbursed any GST paid on your purchase.

When packaging a laptop computer or tablet you may still be able to claim a tax deduction for depreciation, software and the interest charges of financing to the extent that the computer is used for employment related purposes.

Only the original cost of the computer may be packaged. Repairs, maintenance and software costs cannot be included in your package.

### Mobile phones (only if used primarily for work purposes)

A mobile phone is an FBT exempt item to package if it is used primarily in relation to your employment. You can package the cost of the phone itself and plan charges. You are not able to package Pay As You Go charges.

If your mobile phone is not used primarily in relation to your employment, it will not be exempt from FBT and you can only package it as an expense payment fringe benefit (debt repayment). In this case, your employer cannot claim any GST on your behalf.

### Payment of mobile phone benefits

To salary package a mobile phone, you will need to outline the total value of mobile phone expenses, by supplying a letter or statement showing the monthly plan costs, for the FBT year when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account until the contract is reimbursed in full.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Long-term parking fees

Catholic education organisations fall within a category of employer that is able to provide FBT exempt long-term parking benefits. However, the long-term parking benefits will only be FBT exempt if they are used by an employee for work-related purposes and are provided by the employer. Neither long-term parking other than supplied by employer, short-term parking fees nor public transport fees are FBT exempt. If you wish to package the costs of these items, you will need to pay for them by credit card and package your credit card repayments (as 'debt repayment' expense payment benefits).

### Payment of long-term parking fee benefits

If you wish to salary package long-term parking benefits that are employer provided, you will need to provide evidence of the cost of the parking when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account until the contract is reimbursed in full.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Interest on investment loans

You may package interest on an investment loan provided that the loan is being used for income producing purposes.

### Payment of interest on investment loans

If you wish to salary package interest on investment loans, you will need to provide evidence of your expense (a statement or contract) when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Relocation expenses

You may package relocation expenses due to changes in your employment under certain circumstances (please consult the approved service provider).

### Payment of relocation expenses

If you wish to salary package relocation expenses you will need to provide evidence of the cost of the relocation (paid tax invoices) when setting up a package with the approved service provider (see Setting up your salary package page 12). The amount you have spent on the expense will be deducted from your salary in regular instalments (or one instalment, depending on the cost) and remitted to the approved service provider by your employer. Funds will then be reimbursed to your nominated bank account. If there was only one deduction, then the reimbursement will be in one lump-sum payment. If more than one deduction was to take place, the reimbursement will occur on a regular basis until the expense is reimbursed in full. The reimbursement will be made to your nominated bank account (3-5 days later due to bank transfers). If your relocation expense does not meet the ATO determination, it will not be exempt from FBT and you can only package it as an

expense payment fringe benefit (debt repayment). In this case, your employer cannot claim any GST on your behalf.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Personal superannuation contributions

You may elect to package some of your salary as additional contributions to superannuation. You cannot package superannuation contributions on behalf of a spouse or anyone else.

Under tax legislation, salary-sacrificed superannuation contributions, when made to a complying superannuation fund, are FBT exempt.

However, superannuation contributions within the concession cap are subject to a contribution tax of 15%, which is deducted by the superannuation fund and remitted to the ATO. Any contributions exceeding the concessional cap will be added to your assessable income for the year and taxed at your marginal rate. A 15% tax offset will be allowed for tax already paid within the fund on contributions as normal. It should be noted the concessional cap applies to combined employer Superannuation Guarantee Contributions (SGC) and salary sacrificed superannuation contributions. The current concessional cap is listed in Appendix 2 - Item 9. In calculating the total value of your salary packaging benefits, only your salary-sacrificed additional superannuation contributions will be included. Compulsory employer superannuation guarantee contributions will not be included.

### Payment of personal superannuation contributions

If you choose to salary sacrifice superannuation, your employer will pay your contributions directly to your superannuation fund. The approved service provider will not be the paying agent. Nonetheless, the value of your superannuation benefits will be included in the total value of the benefits component of your remuneration package.

## BENEFITS SUBJECT TO CONCESSIONAL FBT TREATMENT

The benefits included in this section of the guidelines may be subject to concessional FBT treatment. This means that less than the total value of the benefit item may be subject to FBT.

Aside from car fringe benefits, the benefits in this section will be subject to concessional taxation treatment to the extent that they would have been legitimately 'otherwise deductible' against your taxable income. By packaging 'otherwise deductible' benefit items; you are effectively bringing the timing of your tax deduction benefit forward. Your employer will also be able to claim on your behalf and refund any GST paid on your packaged expenses.

### Fully novated motor vehicle leases

You may salary package a motor vehicle by way of a fully novated lease. A fully novated lease is a tripartite agreement between an employee, employer and a finance company whereby the three parties agree to the transfer, from the employee to the employer, of the employee's rights and obligations under the original lease agreement. Fully maintained leases (see below) may not be packaged.

The approved service provider can assist with the purchase and set up of a fully maintained novated lease. This includes budgeting for all running costs (fuel, tyres, registration, servicing and insurance).

### Motor vehicle benefits and FBT

A novated motor vehicle lease is a motor-vehicle fringe benefit and does not attract the full rate of FBT.

In determining the fringe benefit taxable value of your motor-vehicle fringe benefit, the approved service provider will use the statutory formula method except in the very rare circumstance where the operating cost method will yield you a more beneficial result. Please note for an operating cost lease, it is suggested that 'work related' kilometres are more than 85% of the total kilometres travelled.

Under the statutory formula method, the taxable value of the benefit is a fixed percentage of your car's value. For the current FBT rate for motor vehicles see Appendix 2 - Item 10. Catholic Education, as a 'rebatable' employer, is subject to a 47% discount on this FBT rate, meaning you are only paying 53% of the applicable FBT per year.

### Purchasing a motor vehicle for salary packaging

When purchasing a vehicle to be packaged by way of a novated lease, you should be mindful of the following:

- The cost of the motor vehicle, including on-road costs, registration and insurance, must not exceed the Australian Taxation Office's (ATO) luxury vehicle tax threshold (you can find the current year's luxury vehicle tax threshold on the ATO website).
- The full cost of the motor vehicle must be packaged as a fully novated lease. Therefore you must receive the value of any trade-in vehicle directly. It must not be offset against the purchase price of the new vehicle.
- Stamp duty and other costs relating to the purchase of the motor vehicle can only be salary packaged as part of the lease cost and not as operating expenses.
- Utility trucks or similar vehicles are eligible for packaging by novation, however weight restrictions on utility vehicles do apply.
- You may not take possession of the motor vehicle until all documentation is in place
- The motor vehicle must remain registered for private use
- The age of the motor vehicle at the end of the lease should not exceed nine years.

### Types of fully novated lease

#### *Finance lease*

Under a finance lease arrangement:

- You lease the motor vehicle from the finance company using a standard finance lease agreement.
- A novation agreement is entered into between you, your employer and the finance company under which your obligation to make the lease payments under the finance lease is transferred to your employer for the term of the lease.
- You retain responsibility for the residual lease value at the end of the lease. You may choose to pay out the residual and purchase the vehicle outright, sell the car and pay out the residual, or refinance the residual with another fully novated lease. A new novated lease will require a new agreement between you, your employer and the finance company. If you sell the car, you may purchase a new car for salary packaging.

- In the event that you cease employment with your current employer, the obligation to make the lease payments revert to you immediately upon the date your employment ceases.

In order to novate a finance lease, the terms of the lease must comply with ATO requirements and applicable tax legislation.

### *Operating lease*

While a standard finance lease includes a residual value at the expiry of the lease, which you may pay to purchase the leased car outright, an operating lease is simply a contract for the use of the car for a fixed term. A fully novated operating lease has the following characteristics:

- fixed monthly lease payments over the lease term
- no residual obligations
- responsibility for disposal of the vehicle at the end of the lease term remains with the finance company.

At the end of a fully novated operating lease a new vehicle may be obtained under a new lease agreement.

In order to novate an operating lease, the terms of the lease must comply with ATO requirements and applicable tax legislation.

### *Fully maintained lease*

Both finance and operating leases may be fully maintained leases. A fully maintained lease includes some or all vehicle operating expenses, such as maintenance, registration, insurance and fuel.

### *Payment of motor vehicle fringe benefits*

Once a fully novated lease agreement has been established, the approved service provider will pay the lease payments on a regular basis by electronic funds transfer (EFT) directly to your finance company. Novated lease payments cannot be reimbursed.

### *Second motor vehicle novated lease*

If you wish to salary package a second motor vehicle, you must seek approval from your relevant Catholic Education Office prior to leasing the second motor vehicle. Please allow two-three weeks for this process.

### *Motor vehicle insurance*

Although the CEO's recommend you insure your leased motor vehicle with Catholic Church Insurances Limited (CCI), you may choose to use an alternative supplier.

Insurance can be provided directly through the approved service provider.

If you do choose to use your own insurance provider, you must provide a copy of a Certificate of Currency from your insurance provider, as well as a copy of the direct debit request to be reimbursed for this cost. The reimbursement will occur 3-5 days after you have been paid from your employer and paid directly to your nominated bank account.

### *Motor vehicle operating expenses*

Only operating expenses relating to a motor vehicle salary packaged by way of a novated lease agreement may be packaged as 'motor vehicle expenses'. Motor vehicle expenses relating to unpackaged motor vehicles can only be packaged by way of credit card (debt) repayments.

Motor vehicle expenses include fuel, oil, services, car washes, registration, insurance and repairs. A convenient way to package your motor vehicle expenses is to use a Motorpass credit card which the approved service provider can arrange on your behalf. A Motorpass card allows you to purchase fuel, service and repairs from a network of selected providers and your Motorpass card is directly paid from your approved service provider salary packaging bank account.

Alternatively, and for those expenses that you cannot pay on Motorpass, you are required to submit copies of your paid invoices and an Expense Claim Form to the approved service provider for reimbursement into your nominated bank account.

You can also submit your claims via the approved service provider website using the online claim form.

Annual registration can be paid by the approved service provider on receipt of registration documentation. A copy of the front and back of the registration letter is to be emailed to the approved service provider (see Appendix 2 - Item 11).

Please note, for the approved service provider to pay your registration, documentation must be received more than two weeks before the payment is due.

If you choose to pay your registration yourself, please complete a claim form and submit to the approved service provider with a copy of the registration documentation and proof of payment. Funds will then be reimbursed from your salary packaging account to your nominated bank account.

Your motor vehicle operating expenses will not be subject to FBT as they have already been accounted for in the statutory formula calculation of the taxable value of your motor vehicle.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### [Membership fees and subscriptions to professional associations](#)

Employment-related membership fees, such as the Victorian Institute of Teaching's (VIT) annual registration fees, and subscriptions to professional associations that would be 'otherwise deductible' against taxable income, may be packaged.

Union fees are not considered 'otherwise deductible' by the ATO and therefore cannot be packaged under membership fees and subscriptions. You may, however, pay union fees by credit card and package your credit card (debt) repayments.

### [Payment of membership fees and subscriptions benefits](#)

If you wish to salary package membership fees or subscriptions to professional associations, you will need to provide evidence of your direct debit / payment of these expenses when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account until the amount is reimbursed in full.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Home Office Expenses

Home office expenses, such as stationery, telephone and electricity charges, and computer costs may be packaged to the extent that the expenses would have been 'otherwise deductible' against taxable income.

#### Payment of home-office-expense benefits

If you wish to salary package home office expenses, these must be approved by your employer as specifically 'work related'. You need to provide evidence of your home office expenses when setting up a package with the approved service provider (see Setting up your salary package page 12). As these expenses are typically one off expenses, the amount you have spent on the expense will be deducted from your salary in regular instalments (or one instalment, depending on the cost) and remitted to the approved service provider by your employer who will, in turn, reimburse you. If there was only one deduction, then the reimbursement will be in one lump-sum payment. If more than one deduction was to take place, the reimbursement will occur on a regular basis until the invoice/s is reimbursed in full. The reimbursement will be made to your nominated bank account (3-5 days later due to bank transfers).

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Self-education expenses

You may package self-education expenses, such as TAFE or University fees, books and stationery, which would be 'otherwise deductible' against your taxable income. This means that the self-education expenses must be employment-related and signed off by your employer.

Self-education expenses that are not employment related may be paid for by credit card and packaged as credit card (debt) repayments. However, these expenses will be fully assessable for FBT purposes and GST paid will not be refundable.

#### Payment of self-education-expense benefits

If you wish to salary package self-education expenses, they must be approved by your employer as specifically 'work related'. You need to provide evidence of your self-education expenses when setting up a package with the approved service provider (see Setting up your salary package page 12). As these expenses are typically one off expenses, the amount you have spent on the expense will be deducted from your salary in regular instalments (or one instalment, depending on the cost) and remitted to the approved service provider by your employer who will, in turn, reimburse you. If there was only one deduction, then the reimbursement will be in one lump-sum payment. If more than one deduction was to take place, the reimbursement will occur on a regular basis until the invoice/s is reimbursed in full. The reimbursement will be made to your nominated bank account (3-5 days later due to bank transfers).

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Financial counselling fees

Financial counselling fees that are 'otherwise deductible' may be packaged. Not all financial counselling fees are otherwise deductible. You should seek further advice from your financial adviser, your accountant or the ATO.

### Payment of financial counselling fee benefits

If you wish to salary package Financial Counselling expenses, you need to provide evidence of your financial counselling expenses when setting up a package with the approved service provider (see Setting up your salary package page 12). As these expenses are typically one off expenses, the amount you have spent on the expense will be deducted from your salary in regular instalments (or one instalment, depending on the cost) and remitted to the approved service provider by your employer who will, in turn, reimburse you. If there was only one deduction, then the reimbursement will be in one lump-sum payment. If more than one deduction was to take place, the reimbursement will occur on a regular basis until the invoice/s is reimbursed in full. The reimbursement will be made to your nominated bank account (3-5 days later due to bank transfers).

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Disability and/or income protection insurance premiums

Income protection and some disability insurance premiums are 'otherwise deductible' against your taxable income and therefore subject to concessional FBT treatment. Disability insurance premiums will be deductible if the insurance is intended to provide compensation for loss of income resulting from disability. Premiums in relation to disability insurance that provides lump sum payments as compensation for disability or death are not otherwise deductible and therefore can only be packaged as credit card (debt) repayments as described below.

You may only package your own disability and/or income protection insurance premiums. Other family members' insurance premiums cannot be packaged.

### Payment of disability and/or income protection insurance-premium benefits

If you wish to salary package disability and/or income protection premiums, you will need to provide evidence of your direct debit / payment to your insurance provider when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account until the amount is reimbursed in full.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

## FULLY ASSESSABLE BENEFITS

The fringe benefits described in this section are all fully assessable for FBT purposes.

### Debt repayments (expense payment benefits)

Mortgage/rent, personal loan and credit card payments may be salary packaged. You cannot, however, package debt repayments for another packaged benefit. For example, if you take out a loan to buy a notebook computer, you cannot separately package both the computer and the loan for the computer.

GST input tax credits (ITC's) cannot be claimed or refunded on debt repayment benefits.

If you choose to package your credit card repayments, you should be aware that this benefit does not attach to particular items you purchase by credit card, but is a fixed dollar amount of your repayments. One consequence of this is that your employer will not be able to claim ITCs on your behalf on items reimbursed as credit card (debt) repayments. For example, if you buy your laptop

(for work purposes) on your credit card, you cannot claim the GST on your whereas you may be able to if packaged independently.

### Payment of debt repayment benefits

If you wish to salary package debt repayments, you will need to provide evidence of your expense (a statement or contract) when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account or your credit card (if you have chosen this item).

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### Health insurance premiums

You may package payments for private health insurance on behalf of yourself and/or your family.

### Payment of health insurance premiums

If you wish to salary package health insurance, you will need to provide evidence of your expense (a statement, direct debit plan or contract) when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

### School Fees

School Fees can be salary packaged. These are fees for any school, whether they are private, catholic or independent school fees.

GST ITCs cannot be claimed or refunded on school fee packaging benefits.

Please note that 'in house' salary packaging of school fee benefits is no longer allowable.

### Payment of School Fees benefits

If you wish to salary package school fees, you will need to provide evidence of your expense (a statement, invoice or contract) when setting up a package with the approved service provider (see Setting up your salary package page 12). This amount will be divided into a fortnightly deduction and remitted to the approved service provider by your employer who will in turn (3-5 days later due to bank transfers) reimburse funds into your nominated bank account.

The approved service provider can only make payments/reimbursements where you have sufficient funds available in your package account.

## APPENDIX 1

### About Selectus

#### What does Selectus do?

As approved provider of salary packaging services, Selectus:

- establishes an account for the receipt of sacrificed salary from your employer
- advises your employer of the amount of your salary to be sacrificed and the FBT to be retained
- makes benefit payments from salary sacrificed funds received, either directly to the benefit supplier or, more usually, by EFT reimbursements into your bank account
- provides online access to all account information including transaction statements
- advises your employer on their entitlement to input tax credits
- calculates and advises your employer of your summary amount and FBT Reportable amount to be recorded on your payment summary at end of tax year
- provides the CEO with salary packaging statistics
- stores and reports information for FBT and GST audit purposes
- upon termination of your employment:
  - makes any necessary adjustments to your salary package
  - collects any outstanding amounts or refunds any balance owing via your employer, as appropriate
- assists you with your salary packaging enquiries.

#### Can Selectus provide financial advice?

Selectus cannot provide you with remuneration counselling or financial advice. It is **strongly recommended** that you seek independent, professional advice prior to commencing a salary packaging arrangement so that your circumstances relating to salary packaging can be examined and weighed up.

CSF Financial Services Pty Limited, a wholly owned subsidiary of the Catholic Super, is available to advise employees who will be packaging with Selectus. Although you may consult any registered financial adviser or tax accountant, an adviser who specialises in salary packaging and remuneration planning is recommended.

If you do not choose to consult an independent financial adviser, you should at least consult a Selectus Regional Manager or Customer Service Consultant when establishing your salary package. However, Selectus cannot provide independent financial advice or advise you as to whether salary packaging is in your best interests in light of your financial situation and goals.

#### Will Selectus keep my information confidential?

Selectus will ensure that all details relating to your remuneration and package benefits remain confidential. Your details will only be accessible to Selectus employees directly responsible for the administration of your salary package.

### Important Selectus terms and conditions

#### *Your salary package*

Selectus will not extend credit on any benefit payments. You will not be able to obtain reimbursements for benefits purchased unless you have accumulated sufficient salary packaging funds. Where you have accumulated insufficient funds for Selectus to pay a benefit expense in full, you may still incur the benefit expense and wait until you have accumulated sufficient funds before requesting a lump-sum reimbursement or you may request partial reimbursement on a fortnightly basis until the expense is fully reimbursed.

Selectus will cease to pay a benefit when the maximum benefit amount has been reached.

If you propose a salary packaging benefit which Selectus considers the amount to be insufficient to warrant administration, Selectus reserves the right not to process your application and to refer the matter to the Catholic Education Office. At the end of each packaging year, Selectus will reconcile your salary package and roll-over any accumulated funds which have not been paid to the next package year, unless you write requesting reimbursement of those funds.

If you don't wish to roll forward your excess credits you can use the funds to reimburse additional benefit expenses by submitting the usual documentation and invoices, or you can write to request that the funds be reimbursed as salary via your employer, who will reduce the funds by the appropriate amount of PAYG tax. A cash refund of the funds directly into your bank account is not allowed under ATO rules.

#### *Your employer's salary packaging bank account*

Selectus will open a salary packaging bank account for administering salary packaging arrangements on your employer's behalf.

Selectus will absorb the cost of account-keeping fees, and government taxes and duties charged to the account. These fees and charges will not be separately billed to you or your employer.

Your funds will remain in the salary packaging bank account at all times until used to pay or reimburse your benefits. Selectus will not invest unused funds in the short-term money market or any other form of investment or deposit.

#### *How can I contact Selectus?*

If you have any questions about your salary package, Selectus can be contacted at:

**Selectus Salary Packaging Pty Ltd**

**Locked Bag 4000**

**MELBOURNE VIC 3001**

Telephone: **1300 01 02 03**

Email: [info@selectus.com.au](mailto:info@selectus.com.au)

## APPENDIX 2

### Current Information

As at July 2018

#### Item 1: What does the approved supplier charge

Annual Administration Fee - \$88 per benefit item including GST, capped at \$224.40 including GST  
Management fee for Motor Vehicle packaging fully maintained by Selectus - \$14.30 per month or \$6.60 per fortnight

Management fee for Motor Vehicle package maintained by employee - \$6.75 per fortnight

#### Item 2: Setting up your salary package

A Selectus 'Package Set up Form' and/or 'Motor Vehicle Quote Form' if applicable, are to be completed by the employee with the assistance of your financial adviser or Selectus Regional Manager or Customer Service Consultant on commencement of a new package. These forms are available in the Resources section of the Selectus website ([www.selectus.com.au](http://www.selectus.com.au)) or by contacting Selectus via email or phone.

Once completed, forward the applicable forms to Selectus

Fax to: 1300 03 02 01

Email to: [info@selectus.com.au](mailto:info@selectus.com.au)

#### Item 3: Your employer's roles and responsibilities

For further information on the employers' roles and responsibilities, employers should contact:

Claude Contatore - [ccontatore@selectus.com.au](mailto:ccontatore@selectus.com.au)

Premium Client Services [pcs@selectus.com.au](mailto:pcs@selectus.com.au)

Telephone: 1300 01 02 03

Email: [info@selectus.com.au](mailto:info@selectus.com.au)

Employers, please be sure to email a breakdown of funds remitted to Selectus to

[paymentsteam@selectus.com.au](mailto:paymentsteam@selectus.com.au)

#### Item 4: Your employer's queries

Your employer's queries should be directed to Selectus at one of the following contact points:

Claude Contatore - [ccontatore@selectus.com.au](mailto:ccontatore@selectus.com.au)

Premium Client Services [pcs@selectus.com.au](mailto:pcs@selectus.com.au)

Telephone: 1300 01 02 03

Email: [info@selectus.com.au](mailto:info@selectus.com.au)

#### Item 5: Paying salary packaging benefits

The current maximum allowable amount for salary packaging is \$15,900 per FBT year. Please note this is subject to change by the ATO at the beginning of the FBT year. Selectus will notify affected staff of any change and automatically adjust their salary package.

## SALARY PACKAGING GUIDELINES

---

### Item 6: Paying salary packaging benefits

To set up a package employers should contact the Premium Client Services Team on 1300 802 759.

### Item 7: Personal superannuation contributions

Superannuation concessional caps are currently set at \$25,000 cap

Please note this cap may be subject to change by the ATO

### Item 8: Motor vehicle benefits and FBT

The current FBT rate for motor vehicles is 20%. Please note this is subject to change by the ATO.

### Item 9: Motor vehicle operating expenses

Annual vehicle registration will be paid by Selectus on receipt of the registration invoice being emailed to [rego@selectus.com.au](mailto:rego@selectus.com.au); a minimum of fifteen days prior to registration expiry date.